

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 06/09/2011	2. CONTRACT NO. (if any)	6. SHIP TO: a. NAME OF CONSIGNEE U.S. DOT/Maritime Administration	
3. ORDER NO. DIMA-91-F-2011-0009	4. REQUISITION/REFERENCE NO. MA-PR220-20110006		

5. ISSUING OFFICE (Address correspondence to) U.S. DOT/ Maritime Administration Office of Acquisition MAR-380 1200 NEW JERSEY AVENUE SE MAIL STOP W-28-201 WASHINGTON DC 20590-0001		b. STREET ADDRESS Office of Acquisition MAR-380 1200 New Jersey Avenue, SE MAIL STOP W-28-201	
		c. CITY Washington	d. STATE DC
		e. ZIP CODE 20590-0001	

7. TO: RAJ JOSHI

f. SHIP VIA

a. NAME OF CONTRACTOR BEST COPY & PRINTING, INC. (dba: BCPI)	8. TYPE OF ORDER <input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		<input type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
b. COMPANY NAME			
c. STREET ADDRESS 7851 BEECHCRAFT AVE UNIT E			
d. CITY GAITHERSBURG	e. STATE MD	f. ZIP CODE 20879-5503	

9. ACCOUNTING AND APPROPRIATION DATA
Schedule

10. REQUISITIONING OFFICE
Ofc of Chief Counsel

11. BUSINESS CLASSIFICATION (Check appropriate box(es))

a. SMALL b. OTHER THAN SMALL c. DISADVANTAGED g. SERVICE-DISABLED VETERAN-OWNED

d. WOMEN-OWNED e. HUBZone f. EMERGING SMALL BUSINESS

12. F.O.B. POINT
Destination

13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS
a. INSPECTION Destination	b. ACCEPTANCE Destination			

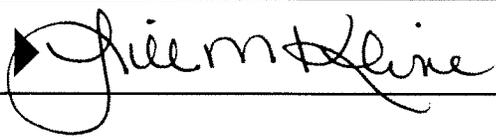
17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Contractor for electronic scanning					
	Continued ...					

18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:			
a. NAME MARAD A/P INVOICES			\$3,520.00
b. STREET ADDRESS (or P.O. Box) P.O. BOX 25710			17(i) GRAND TOTAL
c. CITY OKLAHOMA CITY	d. STATE OK	e. ZIP CODE 73125	

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)
Jill M. Kline
TITLE: CONTRACTING/ORDERING OFFICER



**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
06/09/2011

CONTRACT NO.

ORDER NO.

DTMA-91-F-2011-0009

ITEM NO (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Admin Office: U.S. DOT/Maritime Administration Office of Acquisition MAR-380 1200 New Jersey Avenue, SE Mail Stop W-28-201 Washington DC 20590-0001 Accounting Info: 70111750HQ 2011 10PEDOE220 0000122008 25305 61006600 Period of Performance: 06/13/2011 to 09/30/2011					
0001AA	Document Scanning Period of Performance: 06/20/2011 to 09/30/2011	25000	EA	0.08	2,000.00	
0001AB	Indexing/Coding Period of Performance: 06/20/2011 to 09/30/2011	25000	EA	0.01	250.00	
0001AC	Bates Numbering Period of Performance: 06/20/2011 to 09/30/2011	25000	EA	0.01	250.00	
0001AD	OCR Period of Performance: 06/20/2011 to 09/30/2011	25000	EA	0.02	500.00	
0001AE	OCR Cleanup. **NOTE** Total hourly cleanup can not exceed eight (8) hours without prior approval of the Contracting Officer (CO). Period of Performance: 06/20/2011 to 09/30/2011	8	HR	40.00	320.00	
0001AF	Pickup and Delivery Roundtrip. **NOTE** Total roundtrips can not exceed two (2) hours without prior approval of the Contracting Officer (CO). Continued ...	2	EA	100.00	200.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$3,520.00

**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO

3

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DATE OF ORDER

CONTRACT NO.

ORDER NO.

06/09/2011

DTMA-91-F-2011-0009

ITEM (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Period of Performance: 06/20/2011 to 09/30/2011					
0001AG	CD/DVD (Not Separately Priced)		EA			
	Period of Performance: 06/20/2011 to 09/30/2011					
0001	The Office of Chief is requesting contractor to perform electronic scanning of hard-copy files pertaining to shipbuilding and repair activities into a portable document file (pdf) to be designated with bates numbers applied from the specified series. Period of Performance: 06/20/2011 to 09/30/2011 The total amount of award: \$3,520.00. The obligation for this award is shown in box 17(i).				0.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

STATEMENT OF WORK: COPYING & SCANNING SUPPORT SERVICES

REASON FOR REQUEST

The Maritime Administration (MARAD) is seeking qualified offers to perform electronic scanning of hard-copy files pertaining to shipbuilding and repair activities into portable document files (pdf) to be designated with Bates numbers applied from the specified series.

SCANNING/COPYING AND OTHER RELATED DUTIES:

Contractor will perform electronic scanning and imaging. Scanning may be performed on or off site; the work will be done using contractor equipment on or off site. On-site contractor personnel will be subject to DOT screening and badging. Contractor will accept documents during a period of six months starting approximately March 1, 2011. Timing coordination will be through COTR. Partial billing is permissible upon increment acceptance. Each increment should be completed in 14 or fewer business days and source documents will be restored to and returned in the condition delivered to contractor.

- Most of the documents are old, from the 1940's & 1950's, and on thin, brittle paper (onion skin, etc.). Most of the documents are on standard size 8" x 10" or 8 1/2" x 11" paper, although some documents are on legal-sized paper.
- Most of the documents are loose or two-hole clipped in manila folders and accordion folders, however some of the documents might be bound by other means.
- All papers must be taken out of present file location, handled carefully to take papers out of binding, and after scanning, restored to previous binding, file location, file arrangement and condition.
- After scanning, each document must be clearly legible in electronic viewing.
- Each document must be categorized by date, document description, company, and subject, and an index created noting same.
- Each scanned document must be retrievable by Bates number and each of the foregoing categories. Documents should be retrievable by OCR word search when possible.
- Each scanned page must be electronically Bates numbered.
- Contractor will provide a point of contact who will be tasked with ensuring quality control.
- Approximate volume of documents equals 5 to 10 boxes or approximately 5,000 – 20,000 pages.
- Contract will provide option for additional work up to an equal number of documents and under the same terms as provided above.

DELIVERABLES: Contractor shall provide files on DVDs or CDs, suitable for file transfer to network storage devices. Index will be in a MS Excel spreadsheet template provided by MARAD, noting Bates numbers file name, and subject per document.

Document file naming convention:

date (year, month, day - e.g. 1951.02.01)
document description (e.g., letter or contract)
company name (e.g., Oregon Shipbuilding(OSB) or Kaiser)
E.g., 1951.02.01_letter_OSB.pdf

Bates numbering convention: MARAD##### Numbering will begin at 700 with all page numbering following sequentially. E.g., MARAD000700

PERIOD OF PERFORMANCE: The period of performance is for six (6) months from the start date. Core performance hours, if on-site, are 0800 to 1700, five days per week, excluding Federal holidays or other days on which the DOT HQ is closed.

PLACE OF PERFORMANCE: The work will be performed at the Contractor's facility or US DOT/Maritime Administration, 1200 New Jersey Avenue, S.E. 2nd Floor of the West Bldg., Washington, D.C. 20590. Travel to and from the place of performance shall not be billable under this contract.

CONTRACTING OFFICER (CIO):

The Contracting Officer for this contract is:

Contracting Officer
MAR-380

The Contracting Officer, in accordance with Subpart 1.6 of the Federal Acquisition Regulation, is the only person authorized to make or approve any changes in any of the requirements of this contract, and notwithstanding any clauses contained elsewhere in this contract, the said authority remains solely with the Contracting Officer. In the event the Contractor makes any changes at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in cost incurred as a result thereof.

CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

The Contracting Officer's Technical Representative (COTR) for this contract is:

Thelma Goldring
Supervisory Paralegal Specialist
Office of the Chief Counsel
Maritime Administration
W26-121
1200 New Jersey Avenue, SE
Washington, DC 20590
(202) 366-5186